



Bourne End Academy

Headteacher: Mr R Williams
New Road Bourne End
Buckinghamshire SL8 5BW
T: 01628 819022
F: 01628 810689
E: beaoffice@E-ACT.org.uk
www.E-ACT.org.uk

12th October 2018

Dear Parents / Carers

I hope everyone has had a successful start to the current academic year and would like to extend a warm welcome to our Year 7 students who have been with us for nearly a half term now.

We have high expectations of all our students in every aspect of school life. Attendance, punctuality and behaviour are all crucial elements to your child's success. This letter is to ensure that parents are informed about the expectations at Bourne End Academy.

Attendance and Punctuality

"90% attendance is 10% absence – attend today, achieve tomorrow"

We expect **students to achieve an attendance of at least 95%** to ensure that they reach their maximum potential and goals. Poor attendance can have a significant impact on your child's learning and will contribute to reduced performance and affect their social development within the school community.

If your child is genuinely unwell and unable to attend school it is vital that you contact the school on the first day and on each day of absence, either by phone or email message by 8.30am. To telephone use 01628 819022, select 1 for attendance and leave a message on the answerphone; or email BEAttendance@E-ACT.org.uk Remember to include your child's full name, tutor group and year group and the reason for their absence.

If your child is absent from school and we have not been notified you will receive a text message on each day of their absence and if absence persists you may be visited by members of the Pastoral Team and Senior Leadership Team. Where there are specific medical reasons for regular absence, medical documentation may be required for the absence to be authorised. This includes:

- A letter from the doctor's surgery, consultant or hospital stating the date of the appointment or diagnosis
- A stamped appointment card
- A photocopy of the medication packaging prescribed by the doctor or nurse, or prescription.

All medical appointments should be taken outside of school hours where possible. Although we do understand this can be difficult at times, it is important to recognise that a small amount of lesson time missed can still impact on a student's progress.

Believe Engage Aspire



Registered Office: 10 Queen Street Place, London, EC4R 1BE Company Number: 6526376
A charitable company limited by guarantee registered in England and Wales



You are legally responsible for ensuring that your child attends school regularly. If their attendance falls below 95% it will be monitored by the Attendance Officer and could result in home visits and intervention from the Education Welfare Officer. Persistent unauthorised absence will be actively followed through using our Attendance Policy and could lead to action from the Local Authority, which can result in prosecution and fines being issued.

Bourne End Academy does not authorise holidays during term time. If your child is absent due to a holiday this may lead to further action which can result in fines being issued through the County Attendance Team. Please refer to the Attendance Policy on the school website.

There is a Rewards Programme for excellent and highly improved attendance, which includes certificates, prizes, trips and events awarded to many students and this will continue throughout the coming terms.

Punctuality to school is also vitally important. Students should arrive at school by 8.30am and no later than 8.35am ready for the school day. They need to be in their tutor base ready for Form Tutors to take the first register of the day and to receive important notifications for the school day. Students arriving after this time sign in with staff at the gate and then, after 9.00am, they must sign in at reception.

Detention during Lunch 1 break will apply to students arriving late for school and can escalate to after school detentions and, if repeated, sanctions that are more serious. An after school detention for punctuality issues is now 50 minutes, therefore finishing at 4.00pm. Your support with these sanctions is greatly appreciated.

Behaviour

This year we will be aiming to raise further the standards of behaviour, continuing our specific focus on respect, and to maintain the high standards of pastoral care for all students, ensuring that the school is a safe environment for every child. This will be through instilling, in all students, mutual respect, pride, self-discipline, teamwork and a determination to succeed in all that they do.

As a reminder, non-attendance to any detention will escalate the situation further. Non-attendance to a 'Lunchtime Detention' will result in an 'After School Detention' (Monday, Tuesday, Wednesday, Thursday). This is led by a Head of Year for a community concern and by a Subject Leader for a curriculum concern. Non-attendance to an 'After School Detention' will lead to a 90 minute 'SLT Detention', after school on a Friday. Failure to attend the 'SLT Detention' will lead to the student spending one day in the Internal Exclusion Room. To support a student's reintegration into the school community, after a day in the Internal Exclusion Room, a parental meeting will be held, to discuss best steps forward.

Thank you in advance for supporting the school in ensuring that your child attends any detention in line with our school Behaviour Policy and avoids any escalation.

You can monitor how well your child is doing with P (praise) and C (concern) points on page 16 of the student planner. Praise points are rewarded for behaviour by teachers for students working above and beyond expectation or from a community perspective such as the recent Open Evening. If a child generates 15 C points in any half term, the child's form tutor will be in touch with a parent so that together with their support we can engage the student with our expectations; this will be in the form of a 'Green Report'. Please ensure that you sign the student planner weekly so you can monitor and have, if needed, appropriate challenging conversations at home in relation to any poor engagement, reminding your child how this will hinder school

progress. The school Behaviour Policy is available on the school website. This further highlights how the report system works at BEA. <http://www.bea.bucks.sch.uk/401/about-our-school/school-policies>

I would like to remind you that school is open to students from 8.00am; the student entrance remains locked until then. This is to ensure safety of our students.

I look forward to meeting many of you over the coming months and thank you in advance for your support in helping all of our students at Bourne End Academy to **Believe** in themselves, **Engage** in their learning, and **Aspire** to be the very best that they can be.

Yours sincerely

Mr C Bannon
Assistant Headteacher
Behaviour & Attendance